



SCOPE OF WORK: TENDER

2018 FDB's National Small and Medium Enterprise Awards

1. Contextual Developments:

The Fiji Development Bank [FDB] is pleased to announce that it is preparing to open the 2018 National Small and Medium Enterprise Awards [2018 NSMEA] applications.

The National Awards programme is driven with the vision of promoting an inclusive and sustainable approach for the growth of the SME sector through recognition of successful and innovative entrepreneurs.

The NSME Awards has been strengthened as an empowerment strategy to promote the growth and boost the resilience of the SME sector through recognition of successful and innovative SMEs and their commitment to the national development agenda of the country.

Thirteen businesses will be awarded for their exceptional performance. These SMEs will be those who are champions in their communities through the creation of decent work, promoting financial inclusion and contributing to the national and global development agenda. In doing so, they contribute towards building innovative capacity to improve their business performance.

The success of the 2017 National SME Awards left a footprint that warrants an even more ambitious and collaborative approach in promoting the growth of a sustainable SME sector in Fiji.

Through support, sponsors and delivery partners, apart from gaining brand visibility and becoming a Development Ambassador, also play a significant role in contributing towards cultivating a business culture for SME operators that assists in progressing Fiji's national development agenda and the Sustainable Development Goals, locally.

For this year, we are focusing on creating more business linkages for the SMEs and expanding on visibility strategies. More audiovisual content would feature winning businesses and use them as a conduit to create a landscape of inspirational success stories for other entrepreneurs.

As we create strong visibility for the SME sector, sponsors and partners' brand will be at the forefront of these campaigns.

For the 2018 National SME Awards, the Bank is securing exclusive partnerships with print, radio, magazine and TV media organisations again. This would follow suit with the 2017 awards event that had the most extensive visibility of the SME awards in history, both on traditional and digital media platforms.

Objectives:

- To promote and encourage the growth of innovative Small and Medium Enterprises by providing them a platform of competitive recognition;
- Provide incentives to SMEs to be inclusive and embrace principles of sustainable development in their business practices, and
- Provide incentive to SMEs and stakeholders to contribute towards the progress of the Sustainable Development Goals and the global Climate Change Action Framework, collectively, through their business practices and their Corporate Social Responsibility (CSR) activities.

Award categories aim to recognize SMEs that are developing and exceling in their sectors, adding value to the economy, being responsive to the impacts of climate change and actively progressing global and local development initiatives.

FDB has a strong commitment to deliver financing that focuses on inclusive growth for all, as well as addressing challenges to environmentally sustainable development, and to forge public private partnerships that promote the growth of SMEs, the development of the rural-agro sectors and the growth of the industrial and commerce sectors.

Categories are as follows:

a. Developing SMEs

The core category is the Developing SMEs to recognize SMEs that excel in their sectors. This category includes the Agriculture, Wholesale/Retail, Tourism, Manufacturing and Professional Services awards.

b. Value Adding SMEs

A value-adding SMEs category is designed to award SMEs that add value to the economy by being Green Conscious and incorporating risk management strategies. This category includes the Green Conscious SME Award and the Best Risk Managed SME Award.

c. Responsive SMEs

This category recognizes SMEs that are responsive to Climate Change by adopting mitigation and adaptation practices in their businesses. This category includes the Climate Change Responsive SME Award and the Most Disaster Resilient SME Award.

d. Special Awards

The Special Awards recognizes SMEs that have shown exceptional effort in progressing the Sustainable Development Goals locally. This category includes the awards the Youth Entrepreneur of the Year Award, the Women Entrepreneur of the Year Award and the National SME of the Year award.

2. Specifications:

a. Event Production, including 3X LED Screens, Projection, Sound, Light, Videography and Photography:

- 1) Lighting options of FDB colours at the awards event, including stage lighting and venue;
- 2) Sound System provision at four (4) hour award event;
- 3) Provision of three LED screens with technical team for minimum of 4 cameras for live switching, video playback, visual production and Livestream of four (4) hour event;
- 4) Photography at four (4) hour event;
- 5) Videography at four (4) hour event, with provision of raw footage and video highlights post-event for website and social media platforms, and
- 6) Technical Production team for light, sound and visual production coordination.

Refer to videos here for an idea of what we did last year:

<https://bit.ly/2VKwfWc>

<https://bit.ly/2RHHO12>

Expected date of delivery: Late February 2019

b. Site Visitation Video Production:

- 1) Agree to send one (1) videographer to travel with the FDB team in FDB vehicle, on FDB supplied schedule to capture on video the site visitation process;
- 2) Videos to include interviews of the shortlisted applicants, therefore video and audio of the applicants' interview, overview of their business and relevant footage of award applied for and site visited for example: Green Conscious Award applicants' video to show use of eco-friendly management activities or waste management initiatives that are environmentally friendly etc.;
- 3) Edit the videos of the shortlisted applicants into one highlights video for screening at awards function;
- 4) Supply to FDB raw footage of entire visitation;
- 5) Edit and produce less than 30-seconds edited footage of winning applicants' videos for screening during the awards function; and
- 6) All expenses such as travel, accommodation and meals to be included in this package.

Expected date of delivery: Late January - Early February 2019

c. Become a Member of the Panel of Judges:

- 1) Send your Expression of Interest to join the 2018 NSMEA Panel of Judges on a voluntary-basis;
- 2) Selection will be based on experience in the business and financial sector, work experience with small and medium enterprises, subject areas of Agriculture, Wholesale/Retail, Tourism, Manufacturing and Professional Business Services; understanding of business practices from the perspective of being "Green Conscious" or business risk management strategies or businesses being

“Climate Change responsive” and an understanding of the National Development Plan and the Sustainable Development Goals;

- 3) Sponsor, delivery partner and media partner organizations’ representatives are not eligible to apply;
- 4) Selected individuals must declare and withdraw from the panel if a shortlisted applicant is a family member or a close associate or a direct service provider, and
- 5) Engagement does not require traveling outside of Suva.

Expected date of delivery: Late January - Early February 2019

3. Creativity and Authenticity:

- a) Conceptualization, design and creativity must reflect, at all times, the FDB brand and values and the approved theme for the 2018 NSMEA.
- b) Understanding of the FDB brand and values is crucial to ensure that the selected vendor makes every attempt to promote and enhance the FDB parent brand and values while establishing the 2018 NSMEA branding.
- c) Integrity and resourcefulness of the vendor must be reflected in the Tender.
- d) Materials used in publication and production must cause minimal to no-harm to the environment, therefore, options of recycled items are welcome.

4. Submissions:

Refer to the Tender Advertisement for closing dates and address for delivery. The tender must include:

- a) the company profile and portfolio, detailing services offered and capacity to deliver within timeframe;
- b) understanding of the FDB brand and values, and
- c) Scope of Work specification listed in the submission.

5. Contact Details:

For any clarifications, please contact:

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FDB’s Corporate Identity Manual will be supplied to the selected vendor.
